

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #23-22

REPOST – PREVIOUS APPLICANTS TO VACANCY #22-69 DO NOT NEED TO REAPPLY FOR CONSIDERATION

CLOSING DATE: CONTINUAL UNTIL FILLED.

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Environmental Program Specialist 1
Locations:	New York State Division of Military and Naval Affairs (DMNA): Camp Smith Training Site (CSTS) – number of vacancies – 1
Salary Grade:	SG-18
Salary Range:	Current Start Rate: \$66,493* Job Rate: \$80,248 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.) In addition: Camp Smith Training Site receives a Downstate Adjustment of \$3,087 annually
Duties and Responsibilities:	Under the supervision of the Environmental Branch Chief, the Director of Camp Smith, or other appropriate Chain of Command, the Environmental Program Specialist 1, functions in one, or in various Environmental Quality/Remediation program areas, performing journey level professional program development and support functions at the Division of Military and Naval Affairs. Incumbent works in an area where an engineering or specific scientific background is not needed, but where environmental program technical skills will assist the Division in meeting its goals. The Environmental Program Specialist 1, is the link between engineering/scientific and administrative program areas, often managing small projects. Environmental Program Specialists 1, perform a variety of tasks including carrying out small projects, serving as a member of a project team to complete segments of larger more complex projects, as assistants to higher level professional staff, or reviewing regulated activities affecting one of the Environmental Quality/Remediation areas.

Assignments involve performing responsible, professional level program-related work. Listed below are the areas in Environmental Quality/Remediation in which the Environmental Program Specialist 1, must have working knowledge:

Air Resources
Hazardous Substances Regulation
Hazardous Waste
Solid Waste
Petroleum Bulk Storage Tank Management
Spills Management
Water Resources
Natural and Cultural Resources
National Environmental Policy Act Procedures (NEPA)
State Environmental Quality Review Act Procedures (SEQRA)

Environmental Program Specialists 1 apply knowledge of environmental problems, techniques, legislation and rules and regulations to specific projects under general written or oral instructions. They have relative independence in planning, scheduling and performing work; selecting methodology; analyzing and evaluating information and developing recommended solutions to problems. Incumbents keep their supervisor informed of any problems and of progress of the project(s). Environmental Program Specialists 1 communicate orally and in writing with a large variety of groups including: Division and Agency personnel, technical specialists in other areas and agencies, consultants and the U.S. Environmental Protection Agency and members of the general public or special interest groups. They serve as a conduit of information between the above groups and frequently distribute information that must be factual and properly organized as studies, permits and contracts are approved or disapproved based on the information presented or reviewed.

Illustrative activities and tasks include but are not limited to:

PARTICIPATE IN THE MANAGEMENT OF ENVIRONMENTAL QUALITY PERMIT PROGRAMS:

- Review and prepare the application and supporting documentation for permits to ensure consistency with rules and regulations and to evaluate the feasibility of alternatives; recommendations are made concerning courses of action necessary to maintain permits consistent with rules and regulations.
- Participate in meetings with consultants, regulatory agencies and Division staff to identify and resolve environmental management problems.
- Conduct technical training programs and seminars.
- Participate in the preparation, review and editing of State Environmental Quality Review (SEQR) documents for Division projects to ensure State

Environmental Quality Review Act (SEQRA) and The National Environmental Policy Act (NEPA) requirements are met.

- Provide non-engineering technical assistance and information to consultants, regulatory agencies, and facility managers and employees concerning the development and implementation of environmental management programs or projects.
- Review operations of regulated activities to determine conformance to applicable rules and regulations.

REVIEW AND ASSIST WITH THE DEVELOPMENT OF ENVIRONMENTAL QUALITY/REMEDATION PROGRAM POLICIES AND PROCEDURES:

- Gather data, review alternatives, perform analyses and prepare written reports with a recommended course of action concerning development of environmental management policy, guidance memoranda, or development and review of proposed revisions to various Division environmental rules and regulations.
- Coordinate the processing of Division rule making actions.
- Develop and implement programs to promote optimum use of environmental program resources.
- Compile and review procedures for environmental management from surrounding states and/or to determine impact on and possible changes in the Division program.

ASSIST IN THE DEVELOPMENT AND MANAGEMENT OF PROJECTS, EXPENDITURE PLANS AND CONTRACTS FOR ENVIRONMENTAL QUALITY/REMEDATION PROGRAMS:

- Based on analysis of program work plans, develop expenditure plans for various grants and funding sources to provide financial resources necessary to implement individual work plan elements.
- Gather data related to impact of funding changes on Division programs, develop projections based on alternative proposals for changes in funding and make recommendations for organizational or staff changes necessary to implement new or revised programs.
- Participate in development of fiscal accounts and federal grant fiscal plans by reviewing federal guidance documents and developing an expenditure plan for the negotiated work plan which includes both the federal grant allocation and required state match.
- Review Division contracts, change orders and federal grant applications for adherence to Department and Comptroller's requirements to ensure maximum standardization of Division contract and grant provisions; develop and maintain a contract and grant processing status report system; arrange for publication and receipt of requests for qualifications and requests for proposals, participate in pre-bid conferences and bid openings.
- Perform economic evaluations of environmental management projects and review and analyze financing mechanisms.
- Review funding contracts and grant applications in order to ensure adherence to regulatory requirements, standardization of provisions, proper and timely reporting, and an appropriate bidding process.

	<ul style="list-style-type: none"> • Develop grant and funding expenditure plans, documents and applications in order to provide financial resources for work plans. <p>ASSIST WITH THE DEVELOPMENT OF PUBLIC RELATIONS PROGRAMS FOR ENVIRONMENTAL QUALITY/REMEDATION PROGRAMS:</p> <ul style="list-style-type: none"> • Work to develop and implement public participation work plans for Division programs. • Develop and conduct workshops and seminars to coordinate and disseminate information to industry, public officials and the general public on short- and long-term environmental management plans and planning requirements. • Participate in speaking engagements with school groups, civic associations and environmental groups in order to explain program activities and answer questions. <p>DEVELOP AND REVIEW DATA CONCERNING ENVIRONMENTAL QUALITY/REMEDATION PROGRAMS:</p> <ul style="list-style-type: none"> • Develop and maintain environmental permit data information systems and perform analyses of permit data. • Review and analyze environmental reports and statistical summaries and prepare annual report of environmental management projects. • Develop and maintain quality assurance data information systems and perform analyses to initiate timely enforcement actions. • Supervise assigned staff in the gathering and reporting of data from reports or field inspections.
<p>Job Requirements:</p>	<ul style="list-style-type: none"> • Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBS and the Statewide Learning Management System (SLMS) as related to duty assignments. • Must be proficient in common computer software systems; specifically Microsoft Office Suite. • Knowledge of program related software and terminology. • Working knowledge of effective techniques and methods of conducting interviews and studies. • Knowledge of applicable laws, rules and regulations both federal and state. • Must have strong organizational skills. • Ability to work in a high volume, fast-paced office environment. • Ability to apply guidelines, procedures and policies governing duties and responsibilities assigned such as environmental codes/compliance, etc. • Ability to gather and analyze program information and draw logical conclusions. • Ability to organize, consolidate and prepare written material and tabular information into a clear, concise, and logical report/presentation form. • Ability to identify important findings as well as errors in data or program areas and recommend solutions. • Ability to perform tasks independently without supervision.

	<ul style="list-style-type: none"> • Ability to get along and interact well with different groups of people, including co-workers, outside agency staff and management comprised of both Federal and State personnel; must be able to maintain effective working relationships with others. • Experience in multi-tasking and prioritizing multiple deadlines. • Strong verbal and written communication skills; including strong editing skills. • Ability to obtain necessary certifications for sampling of hazardous materials. • Ability to train subordinates and others as necessary to operations. • Ability to read and write in English. • Demonstrate reliability and trustworthiness. • Knowledge of the principles of supervision and the ability to supervise one or more employees. • Ability to understand and carry out written and oral instructions.
Minimum Qualifications:	<p>Three (3) years of State service in a position allocated or equated to a salary grade 13 or higher in which duties included work in the areas of environmental planning, science or studies or a similar environmental field; natural or physical sciences; project planning; urban planning or studies; or economics. (Prefer duties to have included supervision of at least one employee).</p> <p style="text-align: center;">OR</p> <p>An Associate's degree from a regionally accredited college in environmental planning, science or studies or a similar environmental program; natural or physical sciences; project planning; urban planning or studies; or economics with a minimum six (6) years full time work experience in one of these fields. One year of qualifying experience must include supervision. *</p> <p style="text-align: center;">OR</p> <p>A Bachelor's Degree from a regionally accredited college or university in environmental planning, science or studies or a similar environmental program; natural or physical sciences; planning; urban planning or studies; or economics with a minimum of two (2) years full time work experience in one of these fields. One year of qualifying experience must include supervision. *</p> <p style="text-align: center;">AND</p> <p>Must be at least 18 years of age.</p> <p>Must be able to read and write in English.</p> <p>Must be able to work comfortably at heights such as climbing ladders, working on scaffolds, platforms and lifts.</p>

Must be able to work outside in various temperatures and inclement weather for extended periods of time.

Must be able to work in confined spaces in accordance with training and duty requirements.

Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally, a National Agency Check with Inquiry (NACI) will be completed, or dependent on regulation current and amended, a SECRET clearance may be required.

* Other combinations of education and work experience, including military, may be considered with a minimum combined total of eight (8) years of experience/education where at least six (6) years included comparable environmental duties with one (1) qualifying year having included supervision. Candidate must demonstrate direct relevance to the job duty requirements noted above.

At all times, the employee MUST maintain minimum standards in accordance with current and as amended agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, up to and including termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.**

	<p><u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</p> <p>If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.</p> <p>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</p> <p>E-mail to: <u>ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil</u> FAX to: (518) 786-4969 For Questions: (518) 786-4830</p> <p>Mail to: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications</p> <p>POSITION WILL BE POSTED UNTIL FILLED.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p>
Subject of Interview:	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
POSTED: APRIL 28, 2023	

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New York State is an Equal Opportunity/Affirmative Action Employer.